

Application Procedures for Multiple-entry Visa**<Temporary visitors for Business affairs>***** Please DO NOT staple the documents together *****A. Outline of application procedures**

There are different procedures for Nationals of Russia, the CIS countries, Georgia, Pacific Islanders, Mongolia, Lao People's Democratic Republic, Colombia, Ecuador, Saint Vincent and the Grenadines, Saudi Arabia, Saint Christopher and Nevis. Also, in the Middle East and Africa region, only those with nationalities with United Arab Emirates, Sultanate of Oman, State of Qatar, State of Kuwait, Kingdom of Bahrain, Arab Republic of Egypt and Republic of South Africa can apply for this visa.

The period of stay is 90 days maximum. The visa validity is 1 year, 3 years or 5 years. It is decided depending on the qualification (such as nationality) of the applicant.

It is not allowed to perform any activities to undertake revenue-generating business operations or activities to receive remuneration.

B. Eligibility for Applicant with business purpose

Person who belongs to one of following organization with status of director or above or for more than one year as a full-time employee

- (a) A public (government) enterprise
- (b) A private company which is listed on the stock market
- (c) A Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan
- (d) A venture company, subsidiary company or branch office of a company which is listed on the stock exchange in Japan
- (e) A private company with constant business transactions with a Japanese company which is listed on the stock exchange in Japan

C. Necessary Documents**(a) Applicant with business purpose**☐ ① **Valid Passport**

- at least one blank visa page

* We will keep passports while processing visa applications

☐ ② **One [visa application form](#)**

- completed and signed
- 'Certificate of Eligibility No.' field does not need to be filled in

☐ ③ **One passport-type photo**

- photo(approx.45mm×35mm) taken with a plain background within the previous 6 months attached to the visa application form

☐ ④ **Valid Residence Permit in the Netherlands (VERBLIJFSTITEL)**

- Or a letter from the Dutch IND showing that the extension or application of your Residence Card is approved.

- ☐ ⑤ [Letter of proxy](#)
- if other person applies for a visa instead of you
- ☐ ⑥ **Documents to prove the applicant qualify for one of the categories mentioned B (a)-(e) above**
- ☐ ⑦ [Letter of explanation stating the reason of applying for a multiple-entry visa](#)

(b) Spouse or children of the individuals who are mentioned C.(a) above

- ☐ ① **Documents mentioned C. (a) ①-⑤ above**
- ☐ ② **Documents to prove kinship**
- Marriage certificate, Birth certificate etc.
<if applying for separately from the applicant>
- ☐ ③ **Copy of a passport of the person mentioned C. (a) above**
- Pages of identification and Japanese multiple-entry visa
- ☐ ④ [Letter of explanation stating the reason of applying for a multiple-entry visa](#)

* If necessary, we might ask for additional documents apart from the documents mentioned above.

* Please note that we may issue a single entry visa after visa examination.